

Local Education Agency (LEA) Security Form for E-Grants Application Roles

(Includes School Districts, Special Education Cooperatives and Community-Based Organizations)

This form is for LEA use and must be kept on file for audit purposes

The Authorized Representative is responsible for assigning roles to each individual who will access the E-grants system on behalf of the LEA. This form is to be used by the Authorized Representative to authorize these assignments. The completed form is to be forwarded to the LEA's Security Coordinator who will establish the appropriate security roles in the E-grants system for the individuals specified. The completed and signed form must be retained by the LEA.

appropriate security roles in the E-grants system for the indiv must be retained by the LEA.	riduals specified. The completed and signed form
If you have questions regarding this form, please contact the	OPI Help Desk at 406-444-3448.
LEA/Organization Name:	LE #:
Instructions: Fill in the First and Last Name, User ID, Begin Date and End Date (pthat you want to be able to perform the functions described below. Data Entry or LEA View Only Access roles. The name of the Authority	The AR may designate more than one person for the LEA
LEA E-Grants Application Roles	
This role will have security level access to review the LEA applications save changes to the application.	on. This will be a 'read only' access, as this role cannot
This role will allow LEA staff to enter data into the application. This Check to ensure that the application is ready for review and approximately application.	
This role is responsible for reviewing and agreeing to all Certification application, and formally submitting the application to the Office of and run the Consistency Check. The AR may also perform all of the	Public Instruction. This role can also complete data entry
LEA E-Grants Financial Roles	
Financial View Only Access This role will have security level access to review the payment information this role cannot save changes to any data.	rmation for the LEA. This will be a 'read only' access, as

This role will be able to enter the Reimbursement Requests and Expense Reports data into E-Grants. This role will complete payment data entry and ensure that the Requests are ready for review and approval by the Financial/Business Manager.

This role will be responsible for approving and formally submitting the Reimbursement Request and Expense Reports to the

OPI as completed and ready for the OPI review and approval. This role can also complete payment data entry.

Financial Data Entry Staff

Financial/Business Manager (Authorized Approval Role)

First Name	Last Name	User ID	(optional)	End Date* (optional)
Authorized Represent	ative (AR) Role			
-		Luca ID	Begin Date (optional)	End Date*
First Name	Last Name	User ID	(ориона)	(optional)
Financial/Business M	anager Role (Authorized Approva	al Role if different person	n than AR)	
First Name	Last Name	User ID	Begin Date (optional)	End Date* (optional)
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